

**If returning by mail, please mail to:**  
Central Keystone Council of Governments  
1610 Industrial Blvd., Suite 400A  
Lewisburg, PA 17837

Date \_\_\_\_\_  
Municipality: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Date Paid \_\_\_\_\_  
Construction Cost \_\_\_\_\_

**Please call (570) 522-1326 for more information**  
**Please make check payable to Central Keystone Council of Governments**

## Application for Zoning Permit

Permit No. \_\_\_\_\_  
Project \_\_\_\_\_  
Applicant \_\_\_\_\_

### I. This is to certify that:

A. Name: \_\_\_\_\_  
B. Address: \_\_\_\_\_  
C. Phone Number: \_\_\_\_\_

### has applied for a Zoning Permit to:

- |   |                                   |
|---|-----------------------------------|
| 1. ___ Erect a sign                     | 6. ___ Construct a new structure  |
| 2. ___ Establish a new business         | a. Number of dwelling units _____ |
| 3. ___ Construct an addition            | b. Proposed Use _____             |
| 4. ___ Construct an accessory structure | 7. Other _____                    |
| 5. ___ Relocate a structure             |                                   |

Location of Project: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Estimated Starting Date: \_\_\_\_\_  
Estimated Completion Date: \_\_\_\_\_  
Approximate Construction Cost: \$ \_\_\_\_\_

### II. Complete the appropriate section(s)

#### A. Business Permit

- |                                 |  |
|---------------------------------|--|
| ___ Retail                      | ___ Shopping Center                                |
| ___ Professional Service        | ___ Club or Lodge                                  |
| ___ Restaurant                  | ___ Business, Professional or<br>Government Office |
| ___ Automotive Sales or Service | Other _____  |
| ___ Motel or Hotel              |  |

#### Proposed Parking

Total number of spaces \_\_\_\_\_  
Size of each parking space \_\_\_\_\_  
Total area of parking lot \_\_\_\_\_

**B. Sign Permit**

- 1. Building Frontage \_\_\_\_\_ feet
- 2. Type of Sign:  
\_\_\_ Flush mounted on the wall  
\_\_\_ Mounted perpendicular to supporting wall (Projecting Sign)  
\_\_\_ Freestanding  
    - distance from lot line and/or public right-of-way \_\_\_\_\_
- 3. Size of Sign      Height \_\_\_\_\_      Width \_\_\_\_\_
- 4. Wording of Sign \_\_\_\_\_

**C. New Construction**

**Lot Information**

- 1. Road or street frontage (measured at front building line) \_\_\_\_\_ feet
- 2. Proposed building setback from right-of-way \_\_\_\_\_ feet
- 3. Side yard clearance(s) \_\_\_\_\_ feet and \_\_\_\_\_ feet
- 4. Rear yard clearance \_\_\_\_\_ feet
- 5. Area of the lot \_\_\_\_\_ square feet

**Structure Information**

- 1. Proposed Structure
  - a. Width \_\_\_\_\_ feet x depth \_\_\_\_\_ feet
  - b. Height \_\_\_\_\_ feet
  - c. Number of stories (including basement) \_\_\_\_\_
  - d. Contractor Name \_\_\_\_\_  
    Address \_\_\_\_\_
  
- 2. Existing Structure(s): house, garage, shed, etc.
  - Width \_\_\_\_\_ feet x depth \_\_\_\_\_ feet
  - Width \_\_\_\_\_ feet x depth \_\_\_\_\_ feet
  - Width \_\_\_\_\_ feet x depth \_\_\_\_\_ feet
  - Width \_\_\_\_\_ feet x depth \_\_\_\_\_ feet
  
- 3. Driveway & Parking Lot Area
  - Width \_\_\_\_\_ feet x depth \_\_\_\_\_ feet
  - Width \_\_\_\_\_ feet x depth \_\_\_\_\_ feet
  
- 4. Existing Utilities & Utility Easements
  - a. Are there any utility connections on the property?   \_\_\_ YES\*   \_\_\_ NO
  - b. Is this property subject to any easements or right-of-way agreements with your Municipality or any Utility Provider?                   \_\_\_ YES\*   \_\_\_ NO
  - c. Is this property subject to any easements or right-of-way agreements with any adjacent property holders?   \_\_\_ YES\*   \_\_\_ NO

**\* YOU MUST NOTE THE LOCATION OF ALL UTILITIES, EASEMENTS AND RIGHTS-OF-WAY ON YOUR SITE PLAN**

**Sewage Disposal (Check one)**


- 1. Public Sanitary Sewer \_\_\_\_\_
- 2. Private Sanitary Sewer \_\_\_\_\_
- 3. Individual On-lot Disposal System \_\_\_\_\_

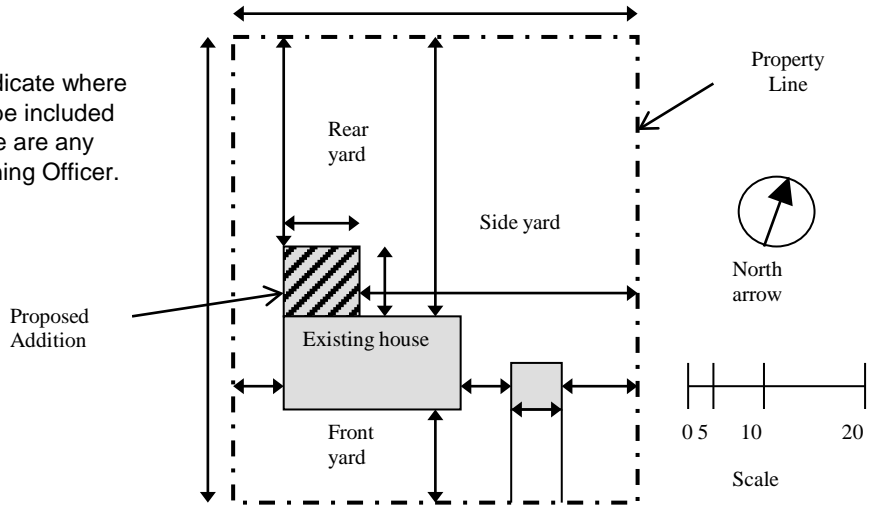
**Water Supply (Check one)**

- 1. Public Water System \_\_\_\_\_
- 2. Private Water System \_\_\_\_\_
- 3. On-lot Well \_\_\_\_\_

**Site Map (REQUIRED)** - You may draw your site plan on this form or submit a separate drawing)  
Scaled drawing showing all existing structures, proposed construction, and relation to all existing private or public roads, existing utilities, utility or other easements & rights-of-way. Show all setbacks and all existing boundary lines.

Example Map

\*\* Double-ended arrows (  ) indicate where a setback (measured in feet) should be included by the owner and/or Applicant. If there are any questions, please ask the issuing Zoning Officer.



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**Place your scaled drawing here**  
**For sign projects, a scaled drawing of the sign is required.**

**III. Certifications (must be completed by owner before permits will be issued):**

- a. That all information set forth in the above application is true and correct.
- b. That all construction activity will comply with all applicable codes and ordinances, including but not limited to: zoning, floodplain, lighting, subdivision and land development, erosion and sedimentation control, etc.
- c. It shall be the responsibility of the permit applicant to contact all utility providers (water, sewer, electric, TV, telephone) for this property. The applicant shall be required to meet any or all utility location or re-location requirements of the respective utility provider. By signing this application, the applicant agrees and understands that issuance of this permit does not approve or waive the applicant from meeting all requirements of utility providers.

\_\_\_\_\_

Applicant's Signature

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**IV. Application Review Record - For office use only:**

Approved \_\_\_\_\_

Zoning Officer \_\_\_\_\_

A. Sign

- Meets:
- 1. District Requirements \_\_\_\_\_
  - 2. Size Requirements \_\_\_\_\_
  - 3. Setback Requirements \_\_\_\_\_
  - 4. Height Requirements \_\_\_\_\_

B. Business

- Meets:
- 1. Zoning District Requirements \_\_\_\_\_
  - 2. Parking Requirements \_\_\_\_\_

C. New Construction

- Meets:
- 1. Setback Requirements \_\_\_\_\_
  - 2. Frontage Requirements \_\_\_\_\_
  - 3. Impervious Coverage \_\_\_\_\_ %
  - 4. Structure Dimension Requirements \_\_\_\_\_
  - 5. Floodplain Requirements (if applicable) \_\_\_\_\_
  - 6. PennDOT Access approval (if required) \_\_\_\_\_ Date: \_\_\_\_\_

D. Variance Required -- Reason \_\_\_\_\_

E. Special Exception Required -- Reason \_\_\_\_\_